

5.2 Reassignment Across Sub-Agencies

Remember to submit your sub-agency transfer early enough to get the necessary approvals from the losing sub-agency.

NOTE: Please use Chapter 14 of this manual for a complete list of Action, Reason, NOA codes, and Competitive Areas. Use the Competitive Area Request Form in Chapter 3 of this manual to request a new competitive area when necessary.

Movement of an employee across sub-agencies is defined as any personnel action taken to move an employee from the field to Headquarters, from Headquarters to the field, or from one field office to another field office. Movement of an employee between program offices at Headquarters is not covered by this procedure since users at Headquarters have access to employees for all sub-agencies serviced at Headquarters. Movement across sub-agencies can involve any number of personnel action types from a simple reassignment to the promotion of a grade 15 to an SES position. The key to whether this procedure must be utilized is whether the employee will be serviced by a different Servicing Personnel Office.

In order to prevent unnecessary delays, please ensure the following prior to submitting your Sub-Agency Transfer Request:

1. Complete the form located on the CHRIS website at <http://chris.doe.gov/> under the HR Admin tab/forms (i.e., http://chris.doe.gov/HR_Admin/Subagency_transfer_form.cfm)
2. The form has been carefully reviewed in its entirety to ensure that Action and Reason codes are compatible with the tables located in the *CHRIS HR Users' Manual* on pages 14.1-1 through 14.1-7.
3. The correct relationship exists between NOA Code, Type Appt, Posn Occupied, and Tenure as listed on the Relationship Edits Between NOA Code, Type Appt, Posn Occupied, and Tenure table in Chapter 4 in the *CHRIS HR Users' Manual*.
4. Position number is created in CHRIS and is equal to the effective date of the transfer action.
5. The position number provided is consistent with the information listed on the form including the New Official Position Title, New Occupational Series, New Grade, and New Step.
6. All of the required information is entered on the form. This includes all fields except NTE Date, Authority 2, and New Base Pay unless applicable.

Request for Initiation of Sub-Agency Transfer Form(To be completed by gaining Sub-Agency)

Once all required information is entered on the electronic form, send an e-mail with the form attached to the losing agency for approval and information. Once you receive approval via e-mail from the losing agency, forward that e-mail along with the completed form (attached) to CHRISFunctional@netl.doe.gov. This e-mail will serve as official approval from your organization to grant this request. This e-mail must also include the name, e-mail address, and phone number of the user processing the requested action so that they can be reached if questions arise and/or notified when the personnel action has been initiated in CHRIS.

Data Field (All fields in Bold are required before submitting to CHRISFunctional)	Enter Employee and Position Information Referenced in First Column
Employee's Name	Smith, Joe NMN
EMPLID (Obtain from losing sub-agency)	99999
Gaining Sub-Agency	XE
Losing Sub-Agency	RW
Effective Date	05/25/2008
NTE Date (If applicable)	
Action Code (e.g., DEM, POS, or XFR, etc.) To select a valid Action Code, click on the link below for the <i>CHRIS HR Users' Manual</i> (Chapter 14): http://chris.doe.gov/HR_Admin/CHRIS_Manual.pdf	XFR
Reason Code (e.g., CMP, PRO, or ROT, etc.) To select a valid Reason Code, click on the link below for the <i>CHRIS HR Users' Manual</i> (Chapter 14): http://chris.doe.gov/HR_Admin/CHRIS_Manual.pdf	RCA
NOA Code (e.g., 713, 721, 702, etc.)	721
Authority 1/Authority 1 Description	N2M/Description: Reg 335.102
Authority 2 (If required)	
New Position Number	00025555
New Official Position Title	Physical Scientist
New Pay Plan	GS
New Occupational Series	1301
New Grade	14
New Step	08
New Base Pay (If Pay Plan is EJ, EK, EN, ES, NF, NN, NQ, NU, NV, SL, or ST)	
New Competitive Area*	XU
Tenure	1 – Permanent
Type Appt.	10 – Career (Competitive Svc Perm)
Position Occupied	1 – Competitive
Today's Date	06/09/2008
Requestor Name	Mary Anne Hullihan
Sub-Agency Name	NETL
E-Mail Address	Hullihan@netl.doe.gov
Phone Number	(412) 386-5555
Fax Number	(412) 386-4444

* See Chapter 14 of the *CHRIS HR Users' Manual* for a list of Competitive Areas. Use the Competitive Area Request Form in Chapter 3 of the *CHRIS HR Users' Manual* to request a new Competitive Area when necessary. (Do not complete for Pay Plans EX, ES, ED, EF, and EI.)

This section to be completed by the CHRIS HR Functional Team Only:

- ☐ Received attached approval e-mail from gaining sub-agency.
- ☐ Received attached approval e-mail from losing sub-agency.
- ☐ Initiated action in REQ status.
- ☐ Notified gaining sub-agency via e-mails (printed/attached) that action was entered.

For CHRIS HR Functional Use ONLY

PITS Hotline Issue No.
_____**Request for Initiation of Sub-Agency Transfer for a Rehire Form****(To be completed by Gaining Sub-Agency. Employee was previously employed by DOE and has a record in the CHRIS database.)**

Initiate this form by completing all of the required fields and forward as an e-mail attachment to CHRISFunctional@netl.doe.gov. This e-mail will serve as official approval from your organization to grant this request. This e-mail must also include the name, e-mail address, and phone number of the user processing the requested action so that they can be reached if questions arise and/or notified when the personnel action has been initiated in CHRIS.

Data Field (All fields in Bold are required before submitting to CHRISFunctional)	Enter Employee and Position Information Referenced in First Column
Employee's Name	Smith, Joe NMN
EMPLID	99999
Gaining Sub-Agency	XE
Losing Sub-Agency	RW
Effective Date	05/25/2008
NTE Date (If applicable)	
Action Code (e.g., REH) To select a valid Action Code, click on the link below for the <i>CHRIS HR Users' Manual</i> (Chapter 14): http://chris.doe.gov/HR_Admin/CHRIS_Manual.pdf	XFR
Reason Code (e.g., XFR) To select a valid Reason Code, click on the link below for the <i>CHRIS HR Users' Manual</i> (Chapter 14): http://chris.doe.gov/HR_Admin/CHRIS_Manual.pdf	RCA
NOA Code (e.g., 130)	721
Authority 1/Authority 1 Description	N2M/Description: Reg 335.102
Authority 2 (If required)	
New Position Number	00025555
New Official Position Title	Physical Scientist
New Pay Plan	GS
New Occupational Series	1301
New Grade	14
New Step	08
New Base Pay (If Pay Plan is EJ, EK, EN, ES, NF, NN, NQ, NU, NV, SL, or ST)	
New Competitive Area*	XU
Tenure	1 – Permanent
Type Appt.	10 – Career-(Competitive Svc Perm)
Position Occupied	1 – Competitive
Transferred from Agency (if NOA Code is 130)	
Today's Date	06/09/2008
Requestor Name	Mary Anne Hullihan
Sub-Agency Name	NETL
E-Mail Address	Hullihan@netl.doe.gov
Phone Number	(412) 386-5555
Fax Number	(412) 386-4444

* See Chapter 14 of the *CHRIS HR Users' Manual* for a list of Competitive Areas. Use the Competitive Area Request Form in Chapter 3 of the *CHRIS HR Users' Manual* to request a new Competitive Area when necessary. (Do not complete for Pay Plans EX, ES, ED, EF, and EL.)

This section to be completed by the CHRIS HR Functional Team Only:

- ☐ Received attached approval e-mail from gaining sub-agency.
- ☐ Initiated action in REQ status.
- ☐ Notified gaining sub-agency via e-mails (printed/attached) that action was entered.

5.3 Reassignment Between DOE PeopleSoft Systems

NOTE: If employee is transferring to BPA or FERC a NOA Code 903 - Administrative Separation must be processed to terminate status in CHRIS.

The following Actions, Reason Codes, Nature of Actions, and NOA Codes will be used to process hires and separations of DOE employees moving between different DOE PeopleSoft systems (e.g., BPA HRMIS to DOE CHRIS, DOE CHRIS to BPA HRMIS, or, FERC MAPS to DOE CHRIS or DOE CHRIS to FERC MAPS):

Action	Action Description	Action/Reason Code	Nature of Action/Codes
HIR	Hire	ZCV - Conversion to Appt-CAO	500 - Conv to Career Appt 501 - Conv to Career-Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Term Appt NTE 515 - Conv to Appt NTE 540 - Conv to Reins - Career 541 - Conv to Reins - Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins - SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt NTE 549 - Conv to SES Ltd Emergency Appt NTE 570 - Conv to Exc Appt 571 - Conv to Exc Appt NTE 590 - Conv to Provisional Appt NTE 702 - Promotion 703 - Promotion NTE 713 - Change to Lower Grade, Level or Band 721 - Reassignment 740 - Position Change 741 - Position Change NTE
		ZPR - Promotion-CAO	
		ZCL - Change to Lower Grade, Level or Band-CAO	
		ZRS - Reassignment-CAO	
		ZPS - Position Change-CAO	

DO NOT USE THE ABOVE REASON CODES TO PROCESS ACTIONS FOR EMPLOYEES MOVING BETWEEN SUB-AGENCIES WITHIN DOE AS THESE EMPLOYEES ARE ALREADY IN CHRIS.

Follow the Hire or Separation processing procedure in your *CHRIS HR Users' Manual*. A generic agency of "XX" has been set up in the Agency Table for "Bonneville Power Administration." Enter "XX" as the "Transferred From Agency" or the "Transferred To Agency" on the Job Page to print "Bonneville Power Administration" on the "From" or "To" side of the SF-50. Use "H5" for "Federal Energy Regulatory Commission."

A pop-up screen will display once XX or H5 is entered in the "Transfer From Agency" field on the Job page. The user must enter relevant information on the pop-up screen. This will print in Blocks 7-14 on the SF-50.

5.4 Reassignment

Step 1 Create or Modify Position

- A. If you are re-using an old Position, refer to the section on “Modifying Position” under “Position Information.”
- B. If the Position does not exist, refer to the section on “Creating a Position” under “Position Information.”

Step 2 Process Personnel Action

Workforce Administration > Job Information > Supervisor Request USF

Data Control

1. Select Employee.
2. **Insert** a row (+).
3. Enter the **Actual Effective Date**. **PAR Status** defaults to *REQ*.
4. Select **Action**.
5. Select **Reason Code**.
6. Enter the **NOA Code**.
7. Enter **Authority#1 and/or Authority #2**; if the authority requires inserts, enter them within the space provided to the right of the **Authority Code** field or as part of the actual **Authority Code** text.

PAR Remarks

1. Enter remark code in **Remark CD** field. Press (+) to insert additional remarks. Press (-) to delete unnecessary remarks. Use the < and > arrows to view remarks.

Tracking Data

1. **Action Taken date** defaults to system date. The **Action Taken date** appears in Block 49 of the SF-50. This date must be on or before the effective date of the action. To change (if necessary):
 - a) Check the **Action Dt Ovr** box.
 - b) Change **Action Taken date**.
 - c) Uncheck the **Action Dt Ovr** box.
2. The **Emplid of Tracking Row** defaults to the PAR approving official for your sub-agency. The **Emplid of Tracking Row** appears in Block 50 of the SF-50. To change (if necessary):
 - a) Check the **Override Operator Emplid** box.
 - b) Enter the required approving official in the **Emplid of Tracking Row** field. DO NOT uncheck **Override Operator Emplid** box.

Job

1. Delete the **Position**.
2. Tab - this will remove prior position information.
3. Enter the **Position**. (**Job Code**, **Agency**, **Sub-Agency**, **Department**, and **Location** will default from Position Data.)
4. Tab - this will refresh with new position information.

Compensation

1. Review/change **Pay Rate Determinant**.
2. Enter **Step**.
3. If employee is on retained grade or pay, enter applicable information.

Other Pay Information

1. Review/change/enter **Earnings Code** if appropriate. Based on selection of **Earnings Code**, you may be required to enter the **Pay Period Amount**. If more than one earnings code is required, insert a row (+) in the **Earnings Code** field.

☐ Employment 1

1. Enter **LEO SCD** if applicable.
2. The **Pay Chg Dt** will autopopulate with the effective date of the action, if there is an increase/decrease in Base Pay or unless the Base Pay and Loc/Suppl/LEO Adjustment does not equal the corresponding fields on the prior non-canceled row within the record.
3. When an action is processed that changes an employee from a Pay Plan that is non-qualifying for Within-Range Increases (formerly WGI) (i.e., SL, ST, EX, ES, EJ, EK, EN, WB, AD*, EF, ED) to a Pay Plan that is qualifying for Within-Range Increases (i.e., GS, GM, GL, WG, WL, WS), an LEI Date must now be manually entered on the Employment 1 page when processing a personnel action (PAR action) before the action will save, unless the action takes the employee to the maximum step or rate for their Pay Plan and Grade. An LEI Date is not required because these employees are no longer eligible for Within-Grade Increases.

When an action is processed that changes an employee from a Pay Plan that is qualifying for Within-Range Increase (i.e., GS, GM, GL, WG, WL, WS) to a Pay Plan that is non-qualifying for Within-Range Increases (i.e., SL, ST, EX, ES, WB, AD*, EF, ED), the system will clear the LEI Date, set WGI Status to N/A and set the WGI Due Date to Blank.

* Although some employees in Pay Plan AD are eligible for step increases under their negotiated agreement, the requirements and authorities for these increases are different than those currently programmed for automatic step increases for Pay Plans GS, GM, GL, WG, WL, and WS. The CHRIS system does not currently contain logic to allow automatic increases for these employees but users may manually enter an LEI Date and a WGI Due Date for these step increases.

☐ Employment 2

1. Enter appropriate **Probation Dates: Probation Date, SES Probation, Supv/Manager Probation**. These dates should reflect the end date of probation periods. The end dates for all probationary periods (initial, supervisory/manager) should always be the day prior to the one year anniversary of the initiating action. It's important to reflect the correct date in this field so that corresponding ticklers will generate accurate results. Enter date completed if probationary period has already been served. Leave blank if not subject to a probationary period.
2. Review/change/enter **Retained Grade Expires** dates as appropriate.
3. **Permanent Data - RIF** will autopopulate from the Position Data record. These fields will be blank for Pay Plans EX, ES, ED, EF, and EI. All fields are system generated and cannot be edited.

Security Info

1. Review/change **Security Clearance, Status, and Status Dt**.
2. Indicate if a **Financial Disclosure** is required.

☐ Return to Data Control

1. Save.
2. Print SF-52 and review for accuracy.
3. If corrections are necessary or if the action needs to be deleted (-), do so now. If the action is valid, and you are authorized to change **PAR Status** to *PRO* immediately, change the **PAR Status** field to *PRO* and Save.

4. If you leave the page, before corrections, deletion, or change to “PRO” **PAR Status**, you must re-enter the page in **Correct History** using the following path:

Workforce Administration > Job Information > Supervisor Request USF

1. Click on **Correct History**
2. Select Employee.
3. Make necessary corrections, delete row (-), or change **PAR Status** to **PRO**.
4. Save.

NOTE: *Once old position becomes vacant, follow procedure under “Position Information” tab to inactivate it.*